**FOOD SERVICE APPROVAL FORM**

Food prepared and/or served on the Southern Oregon University campus (Ashland) not provided by SOU Dining (A’viands) may be permitted only after completing this form and receiving confirmation of approval by SOU Dining / Catering (located in the Stevenson Student Union).

**This form must be completed and turned in ten (10) days prior to the event. Please send your completed form to Shawn Kjosa at shawn.kjosa@aviands.com. Upon receiving the completed form, we will contact you via email with a decision within one (1) business day.**

Name of Organization Making the Request:

Name of Event Requesting Food Service Approval for:

Event Date: Event Time: Event Location:

Contact Person: Phone Number: Email:

Estimated Number of People Being Served:

Type of Service: (Circle One) Food Beverage Food & Beverage

Reason for Request (donation, discount, potluck, fundraiser, etc.):

Names and address of Person(s) or Establishment Supplying Food/Beverage:

Specific Food/Beverage/Menu Items:

Please Note:

* All Users are responsible for ensuring the appropriate clean-up of event space and removal of all trash prior to vacating the event space. The University will charge user applicable cleaning fees.
* For food and beverage prepared and/or served in a reserved space, food permits may be required in accordance with Oregon State Health Code.
* Third-party food service providers utilizing the facilities under the responsibility of SOU Dining (A’viands) are required to meet guidelines as written in the University Food Service Contract and the SOU Dining Kitchen Use Agreement.
* If approval is not granted, please state if you would like SOU Dining / Catering Services to contact you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

Wavier Granted Waiver Denied

SOU – Administrative Signature Date SOU Dining / Catering Signature Date

Copy to Risk Management Coordinator and Service Center (servicecenter@sou.edu)